

# PCSN SCHEME DOCUMENT

## PCSN II

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## PEFC Certification System Netherlands – Implementation of Forest Management Certification

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# **1 Scope**

This document was adopted by the General Assembly of PEFC Netherlands on 24 December 2011. This document was amended by the Board of Directors of PEFC Netherlands on 11 July 2012.

This documents contains the requirements for the implementation of forest management certification. These are the requirements to obtain a PEFC forest management certificate for individual forest owners and the group managers of group certificates.

# **2 References**

PCSN I – Dutch PEFC Standard

# **3 Definitions**

Definitions are listed in PCSN Scheme Document *PCSN VIII Scheme Description*.

# **4 Forest Management Certification**

## **4.1 Group certification**

Group certification is the certification of multiple forest owners and/or manager participating in one group certificate. The group certificate is applied by the group manager.

Individual forest owners can voluntarily participate in the group certificate. In order to participate in the group certificate, the group manager, or an authorized body, confirms through an internal audit, that the management is according to the Dutch PEFC Standard.

The certification body checks with surveillance audits the conformity of individual group members with the Dutch PEFC Standard and it checks the quality of the internal audits. The number of surveillance audits is based on sampling of all individual group members. The number of audits is at least  $\sqrt{n}$ , where n is the total number of group members.

### **4.1.1 The group manager**

In order to function as a group manager of a group certificate, the organization shall be a registered legal entity and shall have a running office. The group manager shall have a PEFC forest management group certificate issued by an accredited certification body, recognized by PEFC Netherlands.

#### 4.1.2 Management requirements

An organization applying for group manager shall have a management system that covers and checks at least the tasks mentioned in this document. The management system can be based on ISO 9001, ISO 14001 or EMAS and covers the following elements:

- Documented procedures on the structure and responsibilities within the organization acting as group manager
- Documented procedures for internal auditing, including requirements of internal auditors and sampling method
- Documented procedures for the handling of non conformities and corrective actions
- Documented procedures for keeping records on individual group members

#### 4.1.3 Tasks of the group manager

The group manager;

- a) submits an application for certification at an accredited certification body, recognized by PEFC Netherlands;
- b) applies for a PEFC Logo License at PEFC Netherlands;
- c) handles applications of forest owners/manager willing to participate in the group certificate;
- d) supplies the applicant with sufficient information and advice, necessary to comply with the Dutch PEFC Standard;
- e) signs a written agreement with individual group members;
- f) checks all participating groups members' compliance with certification requirements. This includes the evaluation of the results of internal audits, and the evaluation and surveillance by the certification body; corrective and preventive measures if required; and the evaluation of the effectiveness of corrective actions taken.
- g) keeps accurate and reliable records with the details of all group members and total certified forest area. The record and any changes are supplied to the certification body and to PEFC Netherlands according to the PEFC Council Internal Rules for the registration system;
- h) operates a program for internal auditing. All relevant forest areas and the internal organization are covered by this program. The internal audits take place before the surveillance audit by the certification body. Individual group members are selected based on sampling. The sample size for the internal auditing is  $\sqrt{n}$ , where n is the total number of group members. All group members can be subject to internal audits;
- i) provides a confirmation of participation in the group certificate to any forest owner/manager that has signed the written agreement. This document, confirming participation in the group certificate, contains at least the following information: name of the forest owner, total area and location of the certified forest area(s), a group certificate number, the name, contact details and signature of the group manager, the PEFC logo of the group manager, reference to the group certificate with the name of the certification body, the expiry date of the group certificate and a list of all group members;
- j) has a complaints procedure for handling complaints by group members;
- k) publishes the summary of the audit report from the certification body;
- l) implements corrective actions as requested by the certification body.

The group manager has the option to delegate specific tasks to another organization

#### **4.1.4 Written agreement with the forest owner/manager**

The group manager shall sign a written agreement with every individual group member applying for participation in the group certificate. The agreement obliges the forest owner/manager to comply with the Dutch PEFC Standard. The agreement shall deal with the following:

- a) The agreement shall be signed by the forest owner/manager
- b) The forest owner/manager has access to and sufficient knowledge on the Dutch PEFC Standard
- c) The forest owner/manager is obliged to comply with the Dutch law, specifically regarding forest management and the Dutch PEFC Standard
- d) When non conformities are noticed during internal/external audit, the forest owner/manager shall implement any corrective and preventive actions and follow instructions from the group manager
- e) The written agreement is valid for a period of 5 years, after which the agreement shall be renewed
- f) The group manager is allowed to exclude any group members from the group certificate, in case severe non conformities with the Dutch PEFC Standard are noticed.
- g) The forest owner/manager grants the group manager and the certification body permission to conduct internal audits c.q. surveillance audits on his/her property
- h) The forest owner has the duty to inform the group manager in time on any changes in property, contact details, forested area, certified area etc.

#### **4.1.5 The group certificate**

When the group manager has successfully finished the certification process, the certification body will issue the group certificate. The group manager is audited for conformity with the tasks and management requirements as written down in this document. The certificate shall state that the within the group certification forest management complies with the PEFC Standard Nederland. The certificate is valid for a period of 5 years, after which it shall be renewed through a new certification audit.

#### **4.1.6 Participation in the group certificate**

Individual forest owners participate in the group certificate after signing the written agreement with the group manager. The agreement can also be signed by the forest manager, in case the forest manager has no legal ownership, if he has been authorized by the forest owner.

The forest owner should submit the total forest area within his management for certification, as far as it is within the scope of the Dutch PEFC Standard.

The forest owner supplies to the group manager and the certification body all relevant information and documentation necessary for performing audits.

Group members pay a fee to the group manager that covers the total costs of certification. The fee is determined by the group manager.

Group members can apply for a PEFC logo license at PEFC Netherlands

#### **4.1.7 Withdrawal of the group certificate and confirmation of participation**

The certification body can withdraw the group certificate in case the group manager has proven not to be capable of assuring the compliance of group members with the Dutch PEFC Standard and any corrective actions to change have not been implemented.

Group members can lose their confirmation of participation when corrective actions, following any non conformities noticed by the group manager or certification body, have not been implemented.

## **4.2 Individual certification**

For individual PEFC forest management certification, the forest owner/manager shall apply at an accredited certification body that has been recognized by PEFC Netherlands.

The individual forest owner/manager should submit the total forest area within his management for certification, as far as it is within the scope of the Dutch PEFC Standard.